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Procurement Subcommittee of the Advisory Committee
on
Foreign Language Publications

DRAFT OF FOREIGN SERVICE MANUAL ON
PUBLICATIONS PROCUREMENT

943. Publications Procurement Program

943.1 GENERAL DESCRIPTION

943.11 Need for Published Materials

The Department and the intelligence agencies of the Government have a constant need for a large volume of publications for use in intelligence research programs. A large proportion of the information required for intelligence research is supplied by overt published materials, which frequently serve to fill a lacuna in, or to check upon, classified information. To a large extent, the information upon which the National Intelligence Surveys are based is derived from overt publications, and a continuing flow of current materials is essential to their maintenance (LFSM 916.3). Foreign publications from their area of interest, moreover, are essential to the geographic desks of the Department; and the Comprehensive Economic Reporting Program has placed a further emphasis upon the use of foreign publications in the field of economic research and analysis. Aside from these needs, the Department is also responsible for assisting other Federal agencies in the acquisition of foreign publications through the medium of the Foreign Service.

943.12 Participating Agencies

Agencies participating in the publication procurement program, in addition to the Department, are: the Central Intelligence Agency; the National Security Agency; the Atomic Energy Commission; the Foreign Operations Agency; the U.S. Information Agency; the Library of Congress; the Army Map Service; the Armed Forces Medical Library; the Department of the Treasury; the Department of Defense; the

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Department of Justice; the Department of the Interior; the Department of Agriculture; the Department of Commerce; the Department of Labor; the Department of Health, Education and Welfare; the Federal Reserve Board; and the U.S. Tariff Commission.

943.13 Coordination in Washington

The responsibility for coordinating the program in Washington is assigned to the Office of Libraries and Intelligence Acquisition (OLI), which forms part of the intelligence area of the Department and which acts in close conjunction with the Office of Intelligence Research (OIR). The requirements of the Department and of the Federal agencies participating in the publications procurement program are submitted to this office, where they are coordinated prior to transmission to the field, and are subjected to operational and fiscal controls. The Office of Libraries and Intelligence Acquisition is responsible for the distribution of materials received in the Department from the field, in accordance with the special and standing requirements of participating Federal agencies. This office is also responsible for assembling and forwarding to the field official U.S. Government publications which have been requested by Foreign Service posts for transmission to foreign agencies, whenever such activities will facilitate the acquisition of publications for the Department and other Federal agencies.

943.2 General Responsibilities of Foreign Service Posts

943.21 Procurement and Reporting

Foreign Service posts shall assist the Department and other Federal agencies to meet their needs for foreign publications. They shall also take action upon receipt of specific requests from the Department. Funds for the purchase of publications, where these are not available gratis, are established in the Department for use by Foreign Service posts under FSM, Chapter V-25, Note 8 (b) and FSM, Chapter V-45. Foreign Service posts

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shall report to the Department upon the availability of publications, if there is a possibility that these may not have come to the Department's attention, and shall also report in cases where publications requested by the Department cannot be obtained.

943.22 Negotiation and Implementation of Exchange Agreements

Foreign Service posts shall report to the Department requests made by foreign agencies for official United States publications, in order that such requests may be referred to appropriate Federal agencies in Washington. Where the proposed exchange of publications is acceptable, the Department will advise the post as to the manner in which the exchange is to be carried out. The Department will also initiate exchange programs by forwarding to the field instructions to approach foreign agencies with proposals for an exchange of publications with a Washington agency. Where it appears desirable, the Department will furnish its own serial and monographic publications to Foreign Service posts for use in implementing exchange agreements. Foreign Service posts shall further these exchange agreements by receiving publications from foreign agencies for transmission to the Department, and also by forwarding to foreign agencies publications sent to the post through the Department.

943.23 Coordination and Guidance in the Field

The principal officer at each Foreign Service post shall be responsible in his area for control of the publications procurement program, and shall see that every possible effort is made to meet the needs of Federal agencies for published materials. He shall coordinate the program in his area in accordance with 4 FSM 923.

943.3 Assignment and Responsibilities of Publication Procurement Officers

943.31 Assignments of Publications Procurement Officers.

Publications Procurement Officers will be assigned upon a regional basis to those Foreign Service posts where the Department recognizes that published materials of

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significance to the intelligence effort exist in sufficient quantity to make necessary the assignment of such an officer, or where publications of interest to Federal agencies are not readily obtainable through commercial channels. These officers will be qualified by training, language qualifications and experience to assume the responsibilities of publications procurement upon a regional basis. For administrative purposes they will be assigned for residence at the post where it is anticipated that the greater part of their activities will be centered, and will form part of the Political Section at the post. At Foreign Service posts where published materials are not available in sufficient quantity to make the appointment of a full-time Publications Procurement Officer necessary, an officer at the post, with the concurrence of the Chief of Mission, shall be designated for publications procurement on a part-time basis. This officer will act upon specific requests from the Department, and will also be responsible for initiating action toward securing publications of intelligence value, and for reporting to the Department upon all matters relating to publications in the area of his assignment. At posts where there is no geographic attache, or where a regional geographic attache can pay only occasional visits, the Publications Procurement Officer shall assume the responsibility of transmitting maps to the Department, and of forwarding to foreign agencies in his area maps sent by the Department for exchange purposes.

943.32 Supervision, Direction and Coordination

Professional supervision of the work of Publications Procurement Officers shall be provided by the Department's Office of Libraries and Intelligence Acquisition (OLI). For administrative purposes, however, they shall be responsible to the officer in charge of the foreign service post which has been designated as their residence post. When visiting other posts within the area of their regional assignment they shall report to the principal officer upon arrival, and upon their departure shall advise him upon their activities while at the post, leaving a written report of their activities whenever the officer in charge so

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desires. At all times, both at their residence posts and at regional posts, they shall work in close contact with other officers at the post, including the armed services attaches, and when visiting regional posts shall consult with these officers respecting persons and institutions which they may plan to visit.

943.33 Duties and Responsibilities of Publications Procurement Officers.

Under the general administrative supervision of the officer in charge, the Publications Procurement Officer shall assume responsibility for all matters pertaining to the procurement of publications, whether by purchase, exchange or gift. His duties shall include the following:

- a. Purchase books, pamphlets, ephemera and other publications as directed by the Department; and, at his own initiative within broad general instructions, purchase for the Department and other Federal agencies published materials applicable to their field of interest.
- b. Submit to the Department and to other Federal agencies sample copies of new periodicals and newspapers which may appear within the area of his assignment; and enter and renew subscriptions as directed by the Department.
- c. Explore and report to the Department opportunities for exchanges of publications; when these have been approved, transmit to Washington from his post materials supplied by foreign agencies, and forward to foreign agencies exchange materials received from the Department and other agencies of the Federal government.
- d. Take steps to assure that he will receive publications which foreign government agencies, national and international congresses, universities,

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learned and professional societies, and business, labor veterans and other specialized groups may be disposed to furnish without charge.

e. In pursuing (c) and (d) above, maintain friendly personal contacts, through visits and correspondence, with foreign government officials, and with heads of universities, libraries, professional societies, research institutions and other agencies, as well as with publishers and book dealers.

f. Maintain such records, including financial records, as may be necessary to assure a continuing flow of published materials to the Department and other Federal agencies.

g. Serve as the focal point for the acquisition of publications for the official use of officers at his post of assignment.

h. Further exchanges of maps and transmit maps to Washington and to foreign agencies at his post, in cases where there is no geographic attache to assume those functions.

i. Report as follows to the Department monthly through the officer in charge.

1. Status of allotments for the purchase of publications:

(a) Appropriation, allotment and obligation numbers of funds authorized for expenditure on behalf of Federal agencies.

(b) Department's authorization.

(c) Original allotment amount.

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(d) Amount obligated during month.

(e) Month-end balance.

2. Activities:

(a) Total number of items forwarded to Washington, broken down into the following categories: books and pamphlets; periodicals and newspapers (issues); maps (where applicable).

(b) Number of items received from Washington and forwarded to foreign agencies, indicated as in (b) above.

(c) Number of items procured for other officers at the post, indicated as in (b) above.

(d) Trips made, indicating dates, itineraries, purposes and brief summary of accomplishments.

(e) List of exchange agreements negotiated during month, indicating both U.S. and foreign agencies involved.

3. Brief comments as to general problems in carrying out assigned program.

943.34. Travel of Publications Procurement Officers

Publications Procurement Officers shall travel upon local orders within their assigned areas, local travel being based upon instructions from the Department, or as required by their own decision as to priority interests. Authorizations for travel outside their assigned areas will normally be issued by the Department for attending conferences with Department officers and other Publication Procurement Officers, or for other purposes as may be designated by the

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Department. Proposed travel to other areas of the Publications Procurement Officer's regional assignment shall be reported to the Department well in advance of initiating such travel, in order that needs from these areas may be assessed and coordinated by the Department, and instructions transmitted to the field.

943.4 Kinds of Publications Required

The foreign publications needed by the Department and by other Federal agencies fall primarily within the broad categories of political, economic, sociological, psychological and scientific affairs. The following are the more specific classes of publications which are of particular interest:

- a. Publications, including posters, handbills and other ephemera, issued in connection with political affairs regardless of bias, including the publications of emigre, student, labor, religious, veterans and other groups engaging in political activities.
- b. Biographical publications; Who's Who; official directories; foreign office, diplomatic and consular lists; social registers; telephone directories; city directories; membership lists of learned and professional societies; university and professional school catalogues listing faculty members, and other publications from which biographical information may be derived.
- c. Compilations of treaties, agreements, and conventions; protocols; constitutions and proceedings of constituent assemblies; laws and legislative and judicial proceedings.
- d. Reports of official commissions and boards, and of national and international congresses and conferences.
- e. Reports and other publications of banks, chambers of commerce, industrial companies, and of labor, cooperative, farm and other economic groups wherever these are not included in the Comprehensive Economic Reporting Program.

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f. Publications on communications, transportation and public utilities not included in the Comprehensive Economic Reporting Program; reports and other publications of telephone, telegraph, gas and electric companies, commissioners of public works, harbor commissioners, water supply commissioners, highway and bridge construction companies; reports on railroad operations, civil aviation and inland waterways.

g. Statistical compilations not forming part of the Comprehensive Economic Reporting Program, on population trends, public health, commerce; industrial, agricultural and mineral production; commodity and monetary exchange statistics.

h. Official and unofficial yearbooks and almanacs.

i. Bibliographical lists and catalogues of official and unofficial publications.

j. Reference works and basic books in the fields of politics, foreign affairs, economics and sociology, including dictionaries and national encyclopedias.

k. Scientific and technological publications including research and industrial application; publications indicating the degree of scientific attainment within a country; provisions for scientific education and training; relationships of a country with other countries in scientific and technological matters.

l. Periodicals and newspapers, including official gazettes.

943.5 Reports on Foreign Publications and Publishing Agencies

943.51 Responsibilities for Preparation

Voluntary reports on the subjects listed in this section shall ordinarily be made only at posts where a Publications Procurement Officer is stationed. If, however, the Department finds itself in need of information respecting certain foreign publications necessary to the intelligence program, requests shall be made of other Foreign Service posts to supply the information required.

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943.52 Reports on Foreign Publications

In order to provide the Department and other Federal agencies with comprehensive continuing information with respect to foreign publications, reports shall be submitted by Publications Procurement Officers periodically on the following subjects:

a. Appearance of new periodicals and newspapers, submitting sample copies and indicating the following information:

Title
Periodicity
Scope
History
Editor
Publisher
Address
Subscription Price
Remarks

b. Availability of publications recently issued or about to appear, particularly of a specialized or comprehensive nature, for which authorization to purchase is desired from agencies not maintaining deposit accounts with the Department.

c. Availability, within the area of his assignment, of publications from Soviet-bloc countries, or of opportunities to microfilm such materials.

d. Availability of collections of background materials in specialized fields (medicine, law, science, agriculture, propaganda materials or other subjects).

e. Availability of photographs and collections of photographs for the photographic collection program (4 FSM 942.1, 942.2).

f. Evaluation and description of the best published sources available for certain subject fields.

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943.53 Reports on Foreign Publishing Agencies and Commercial Outlets.

In order that the Department and other Federal agencies may be informed as to publishing programs of foreign countries, both official and unofficial, Publications Procurement Officers shall submit reports on the following subjects periodically when warranted by significant developments:

a. Commercial publishing companies; their history; key persons; relative importance in the local publishing field; types of publications issued; size of editions; lists or catalogues of publications issued.

b. Book shops and other commercial outlets; history; key persons; size and nature of their stock; subject fields; availability of imported published materials, particularly from Soviet bloc countries.

c. Library collections, particularly libraries of universities, research foundations, learned and professional societies and official agencies; nature of their collections if outstanding with respect to books, pamphlets, periodicals, newspapers, photographs or other materials; subject fields embraced in their collections; general time span of newspaper and periodical collections; possibilities of reproduction by microfilm and photostat.

d. Official government agencies; history; key persons; new appointments or functions; output of published materials; significant projects contemplated or in progress involving publishing activities (a national census; organizing of a national or international congress; urban or rural property surveys; national highway, railroad or harbor surveys, and other topics of significance).

943.6 Procurement of Publications

943.61 Sources

Publications may be obtained from book shops, commercial publishing companies, official foreign government

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agencies, universities, unofficial societies and foundations, research institutions, and other sources issuing publications falling within the categories outlined in 4 FSM 943.4.

943.62 Number of Copies Required

The number of copies required of a given publication will be determined by its subject field. It is to be anticipated that in many cases the same publication will be of interest to a large number of Federal agencies.

943.63 Exchange of Publications

Exchange of publications will be arranged principally in situations where the Publications Procurement Officer is concerned with securing publications not otherwise readily available, which are issued by official foreign agencies, universities, research foundations, learned societies and other groups which are interested in exchange as a means of increasing their library collections.

943.64 Purchase of Publications

a. Allotments of funds for the purchase of publications will be made to posts where a Publications Procurement Officer is assigned, or where a part-time Publications Procurement Officer has been designated. These allotments shall be made by the Department in its own behalf, or acting in behalf of other Federal agencies which maintain deposit accounts with the Department. Such allotments shall be administered in accordance with Foreign Service regulations. When funds have not been made available to a Foreign Service Post, or are insufficient for purchasing desired publications, the Department shall be notified by an operations memorandum, subject: FOREIGN PUBLICATIONS.

943.7 Transmission of Publications and Other Information to the Department

943.71 All operational communications relating to the purchase or exchange of publications, and to administrative details concerning publications procurement, shall be sent to the Department by operations memoranda, subject: FOREIGN PUBLICATIONS.

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943.72 Transmission of Reports

Reports including the information prescribed in 4 FSM 943.33 (1), 943.34, and 943.51 shall be transmitted to the Department via reproducible despatch.

943.73 Transmission of Publications

Transmission of publications to the Department shall be by surface pouch, unless air pouch, commercial air mail or other manner of shipment has been prescribed by the Department. Publications shall ordinarily be transmitted under cover of an operations memorandum, subject: FOREIGN PUBLICATIONS.